

Description

The Professional Research and Teaching Leave Program (PR&TL) enhances and promotes the continuing professional growth of Laboratory employees through partially subsidized leaves that enable them to study, conduct research, or teach at institutions in the United States and abroad.

Eligibility

To be eligible for PR&TL the candidate must:

- be a recognized expert in the discipline.
- have made outstanding contributions to Laboratory efforts.
- have a firm plan for research, study, or teaching that is relevant to the interests of a Laboratory program and to the individual's expertise.
- be a regular full-time exempt employee with a minimum of 4 years continuous, regular, full-time employment before the appointment or since the last PR&TL. (Former employment at other University of California facilities is **not** counted as employment credit towards the required 4 years.)

Length of Leave

The minimum period of PR&TL leave is 1 month; the maximum is 12 months, not necessarily consecutive.

If the PR&TL assignment involves foreign travel, for approval and adherence to DOE Order 551.1B, please contact the Science and Technology Base Program Foreign Travel Office (STB-FT), who manages the foreign travel process for all Laboratory personnel.

Contact: Yolanda Sanchez, HR Staffing Services Group, 665-2430.

How to Apply

Application forms are available from HR Staffing Services Group.

The necessary approvals for the Professional Research & Teaching Leave (PR&TL) are the cognizant Group Leader and Division Director. HR Staffing Services Group coordinates the final details of the leave and furnishes the employee with needed information.

Laboratory policy for the Professional Research & Teaching Leave Program (PR&TL) can be found in am411 of the Policy Manual.

Professional Research & Teaching Leave (PR&TL) Program Application

(Please type)

This application is to be initiated by the employee requesting PR&TL who should complete 1 through 8, after reading [AM411](#) of the Policy Manual. Please discuss with Group Leader and route to Division Director for approval.

Submit the application for Professional Research & Teaching Leave, along with any documentation regarding the leave to Yolanda Sanchez, HR Staffing Services Group, MS P219.

1. Name _____ Group _____ Division _____
Z# _____ Phone _____ MS _____

Indicate dates of continuous, regular, full-time employment at the Laboratory.

2. State name(s) and address(s) of the institution(s) and the person(s) with whom arrangements have been made for the PR&TL:

3. State the specific dates for the PR&TL.

4. Have you been on a previous PR&TL? If yes, state dates and place where you visited.

5. State description of work/research to be performed during the PR&TL.

6. State the immediate and long-range benefits expected to accrue to a specific Laboratory program.

7. State the professional benefit that the leave is expected to bring to you.

8. State specific dollar amounts of fellowships, scholarships, salary, or other stipends that you will receive from outside sources while on PR&TL.

9. (a) What percentage of your salary are you requesting from the Laboratory while on PR&TL?

- (b) Is the host institute reimbursing travel expenses?

Reminder - Travel expenses and shipment of household goods are not reimbursed by the Laboratory. If the PR&TL assignment involves foreign travel, for approval and adherence to DOE Order 551.1B, please contact the Science and Technology Base Program-Foreign Travel Office (STB-FT), who manages the foreign travel process for all Laboratory personnel.

10. A statement of your intention to return to work at the Laboratory after completion of your leave is required. You may sign the statement (*below*) or provide an alternative signed statement of your own. If an alternative statement is given, cross out the suggested words and use the space provided on the following page.

"I intend to return to work at the Laboratory after completion of the Professional Research and Teaching Leave, thereby ensuring a return to the Laboratory on its investment."

Alternative Statement:

Applicant's Signature

Date

Attach Invitation/Agreement Letter from Host Institute

Group Leader

11. Provide an evaluation of the participant's request in view of the purpose of the program, eligibility, and benefit to the Laboratory/DOE programs.

Group Leader Recommendation

☐ Yes ☐ No

Group Leader Signature

Date

Division Director Approval

Approve ☐ Yes ☐ No

Division Leader Signature

Date